COUNTRY Austria/USSR

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SUBJECT

Operating Procedures of the Central Commercial Bureau of USIA

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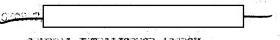
- There is much improvisation in the handling of the affairs of the Central Commercial Bureau of Wala. Tith the exception of Soviet key personnel, USIA employees perform all kinds of tasks not ordinarily related to their official positions. For example, an employee whose job is buying spends as much, and even more time, selling, and is also called upon occasionally to render technical assistance to Soviet commercial rersonnel.
- An important feature of the USIA or anizational setup are the weekly Saturday rorning restings, held at the Central Administration, Vienna I, Trattner hol. Division chiefs who head such sections as the Construction Division, Metallurgical Division etc. meet every Saturday rorning with the general managers of the various plants under their control. Graphic presentations and charts are prepared in advance for these rectings. Financial problems are also brought up, especially in the case of plants which find themselves unable to meet payroll requirements out of their own resources. Division chiefs are able to transfer money from one plant under their control to another one on a permanent or lean basis. Usually two or three hours are devoted to these meetings, after which all division chiefs report to the Chief of USIA, at which session a complete briefing on the state of business is imparted to the general manager of all USIA enterprises.

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The chain of command with regard to UMA sales and purchases is as follows: all orders for convercial transactions have to be cleared and are discussed with the general manager (at present Wederkin). On all orders pertaining to the purchase or sale of motorials, the signature of a second Covict official is required. The position of the second Soviet official signing the order does not seem to be of importance, but Sekun and now Afdeyev as leputies to Dederkin usually act as co-signers. The came holds true for the signing of sales contracts, with the excertion that in this case the certifying second Soviet official does not actually affix the signature to the sales contracts, but vitnesses the signature of the first Soviet official. After the signing of the above-mentioned order, the national desk passes and processes the order, and a copy of it woes to the "Konjunktur Abteilung" for statistical recording.

4. In case of murchase orders originating with satellite trade missions in Vienna, orders are usually transmitted from them to the Central Cormercial Bureau of

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USIA by 1 ther, or tirruch a visit of one of their officials. In many cases, representatives of the Superian, Czech, Polich and Remains trade delegations do not call on the Chief of the USIA Central Cornercial Burgau, but on the Soviet official benians the national desk involved in trading with the visitor's country. On the other hand, if the Central Correccial Burgau of USIA wants to offer cornelities to the various patellite missions, it is usual for the Chief of the Central Cornercial Burgau to draft letters, containing the offers, with prices, delivery dates, etc. which are then sent to the missions interested.

5. In the case of purchase evices originating with the Coviet Trade organizations, the chain of communications as follows:

Soviet trust or trude organization (by cable or letter)

Soviet Trade Delecation, Vienna, Vollleien

(by letter or personal visit)
Central Commercial Office

If, for instance, a Coviet trust wishes to surchuse some equirment in Austria, the procedure could be as follows: The Coviet surchasing organization in the COR, which is interested in the equirment, conds a curchase request, or a request for a quotation, to the local Coviet Trade Delegation. Vienna IV, Uchllebencasse by letter or cable. The Trade Delegation in Vienna then writes a letter directly to the Central Commercial Eureau with a request for a quotation and an approximate delivery date. The letter is received by the chief of the Central Correctal Bureau who calls first on UCIA firms which conceivably might be able to furnish this material, and at the same time tells one of his subordinates to scout for quotations for such a mirrent on the local market.

- 6. The Coviet Trade Delegation is in no position to issue orders to USIA or demand any preferential treatment from the Central Correctal Duroum for lower prices, muicker delivery, etc.
- 7. Further control is exerted through officers, located in the Hotel Imperial, to show all USIA organizations have to apply thenever they can't to ship goods in and/or out of lower Austria and Vienna. These officers issue transport permits for goods to be shipped in and/or out of Lower Austria on behalf of USIA. At present there is a complete ban of shipping the following USIA-ound goods out of Lover Austria:

Corper, tin, load, sine, brase, braze, sheet metal, tubing of all liameters, rubber, cesium, recoury.

All Soviet correspondence, letters, and orders between Will firms and USIA with Moscow are regarded as classified and are always carefully guarded and locked up. All safes and strong boxes are healed with a red vaper seal at night, and their keys are in the reseassion of only one person who is assigned direct responsibility for their contents.

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